



## **SUPERVISION OF PUPILS POLICY**

### **PUPILS' ARRIVAL AND DEPARTURE**

Pupils may arrive at school from 7.30 am if attending our breakfast club, or from 8.00 am if they are not. Pupils are expected to go home by 6.00 pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late duties.

The main duty times are:

- Break duty (CDR and Patrol)
- Lunch-time duty (CDR and Patrol)
- After-school duty and Quiet Room Duty

A supervisor rota is displayed in the staffroom and emailed to all staff.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils for both home and away matches.

Sixth Form students may leave the premises at lunch-time. Pupils from other year groups are expected to remain on site throughout the school day.

### **REGISTRATION**

We take a register of pupils at the start of the morning and at the end of the school day. The Sixth Form, however, has registration at the end of lunch time. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

In Early Years we operate identical registration procedures to the rest of the school but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

### **DURING LESSONS**

#### **MEDICAL SUPPORT**

A number of members of the teaching staff and non-teaching staff who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is available whilst our Nursery children are in school or on a trip. First aid boxes are in all potentially high risk areas, as well as in the School Office. See *First Aid policy*

#### **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly when using public transport. Complaints about bad behaviour will be investigated.

#### **SUPERVISION DURING EDUCATIONAL VISITS**

Arrangements for the supervision of pupils, including Early Years, during educational visits and trips out of schools are described in the *Educational Visits policy*.

#### **UNSUPERVISED ACCESS BY PUPILS**

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art and design studios, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

#### **SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY**

Our policy: "*Security, Access Control, Workplace Safety and Lone Working*" describes the arrangements for safety of the entire school.

#### **STAFF INDUCTION**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.